City of Burlington / 2016 CDBG Application Form

Project Name: Westview House Bathroom Renovation

Project Location / Address: 50 South Willard Street, Burlington VT

Applicant Organization / Agency: Howard Center, Inc.

Mailing Address: 208 Flynn Ave, Suite 3J, Burlington, VT 05401

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EIN #: 03-0179433 DUNS #: 1708901720000

CDBG Funding Request: $ 14,200

Check ONE: **x 1 year** (Equal Access, Health, Development Projects) **____ 2 years** (Housing, Homeless, Hunger)

1. Type of Organization

____ Local Government
____ For-Profit Organization
____ Faith-Based Organization
x Non-Profit Organization (please provide copy of your IRS 501(c)(3) tax exemption letter)
____ Institution of Higher Education

2. Conflict of Interest: x Please complete and sign attached form.

3. List of Board of Directors: x Please attach.

Certification

To the best of my knowledge and belief, data in this proposal are true and correct.

I have been duly authorized to apply for this funding on behalf of this agency.

I understand that this grant funding is conditioned upon compliance with federal CDBG regulations.

I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator. In addition, this project is ready to proceed as of July 1, 2016.

Signature of Authorized Official

Michael Glod
Name of Authorized Official

Sr. Development and Communications Director
Title

February 10, 2016
Date

(Refer to NOFA for required information for each question.)

I. Demonstrated Need

1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives?

Located on South Willard Street in Burlington, Westview House is a psycho-social recovery program offering opportunities for self-help and skill building. Programming here is focused on restorative activities that center on strengths and abilities, not on member illness. The program serves adults over 18 who have a severe and persistent major mental illness and are able to understand the program and purpose of involvement without one-on-one supervision.

Westview is a very active facility, welcoming 25-35 people daily. Because of the volume of visitors at the house, our bathrooms are heavily used and in need of renovation. The bathrooms on site have not been fully renovated since at least 1982 and are in dire need of replacement.

Renovating the bathrooms at Westview House advances a number of CDBG objectives. Each day, Westview serves lunch for 25-35 individuals with mental illness, ensuring they have access to nutritious food and promoting their health (this population often struggles with nutrition). This speaks to priority needs SL1.2 and SL1.4 in Burlington's consolidated plan. Functioning, clean bathrooms are, of course, a necessity when serving meals. The project meets national CDBG objectives in that it contributes to a suitable living environment for low income individuals.

II. Program/Project Design

1. Describe the program/project activities. [UWCC]

The Westview House program was formed in 1982 as part of Howard Center's Mental Health and Substance Abuse Service area. Located in a former residential property at 50 South Willard Street in Burlington, Westview House serves individuals living with major mental illness, often with co-occurring disabilities such as substance use disorders. The house is open on weekdays from 8:30 am to 4 pm, on weekends and holidays from 9 am to 4 pm, and on occasional evenings for special events and activities. Westview welcomes 25-35 people daily and up to 65 for special events and celebrations.

People often spend hours at the house where they can access computers, socialize, use the facilities, and have a meal. The house is open to all Community Rehabilitation and Treatment (CRT) clients of Howard Center, which is a state Designated Agency (DA) responsible for ensuring needed services are available in our area.

During a review of facility needs across Howard Center properties in 2015, the Westview House was identified as a priority. The bathrooms and kitchen were noted as needing immediate attention, triggering a search for potential funding to support renovations.

2. Why is the program/project designed the way it is? Explain why the program activities are the right strategies to use to achieve the intended outcomes. [UWCC]

In order to combat the social isolation of people who have experienced psychiatric illness, it is important that there is a place to belong, to be needed, and to be wanted and expected; a place to share with others. Westview provides opportunities for members to socialize, perform meaningful work, grow through responsibility and leadership, and develop their skills. Visitors are free to use computers, read, play games, and work on crafts. The second floor shower is available to members to need it.

To reinforce the sense of belonging at Westview, people who attend are called members and the house is referred to as a club house. Members are encouraged to participate at their own level and to join group meetings that address common issues and decision making within the Westview community. Members are thus empowered as they build on individual and group goals.

Members are also vital to the functioning of the house, taking on chores such as cooking, office work, laundry, and basic maintenance.

The Odd Jobs service is also run out of Westview. Through Odd Jobs, clients are employed in the community. A target group is Howard Center CSP (Community Support Program) clients whose homes may need cleaning or maintenance to pass section 8 inspections. All Westview members are CSP clients. The CSP program provides a range of services to adults with severe and/or persistent mental health challenges.

Along with meaningful work, links to peers, family, and the community are emphasized. Activities planned by members include outings, celebrations, dinners, camping trips, movie nights, bowling outings, and art and talent shows.

One of the most popular programs at the house is the daily lunch. Lunch is prepared by house members and served each weekday to about 25-35 people. Due to their mental illness, many of these individuals are challenged in feeding themselves properly. The daily meal, for which visitors pay only $1, ensures that people get a nutritious meal. Indeed, lunch at Westview is widely known among this population as the best deal in town. Breakfast is served on Sundays and Westview hosts as many as 65 people at a time for events and celebrations.

3. How will this program/project contribute to the City's anti-poverty strategy?

This proposal most directly speaks to the City's priority need to provide public services to at risk populations (page SP-11 of the Consolidated Plan) including those who are mentally ill, and is a goal addressing the provision of public services for at risk groups within the subject of health and food.

4. How do you use community and/or participant input in planning the program design and activities? [UWCC]

Those who attend Westview are called members and are encouraged to actively participate in the Westview community including in planning events and activities. Westview House is part of Howard Center which is governed by a board of directors made up of community members, at least half of whom have used Howard Center services or have family members who have been or are clients.

III. Proposed Outcomes

1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating? [UWCC]

Westview reduces isolation and increases opportunities for socialization and recovery among people with mental illness. For a population that struggles with the resources, knowledge, and skills to feed and care for themselves, it also ensures access to clean bathrooms and a shower, a daily hot meal, and a community of people who support one another.

2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)

Our goal in this grant is to renovate the first floor half bath and the second floor full bath at the Westview House. With up to 35 daily visitors, the facilities at Westview are heavily used and have not been renovated for at least two decades. Each year, Westview House serves about 190 unduplicated individuals.

IV. Impact / Evaluation

1. **How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected. [UWCC]**

Westview House is designed primarily to reduce isolation and promote community, making attendance a good measure of the program's effectiveness. Visitors sign in daily, providing a record of the number of people who attend and allowing us to track unduplicated visitors.

2. **How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2015 (or June 2014). For non-CDBG participants – just report on your achievements from the previous year.**

Each day we average 25-35 visitors. Mid-day is the busiest time as many visitors come for lunch. For special events and celebrations, we typically welcome 40-60 people. Our most recent figures show 190 unduplicated individual visitors over the course of one year.

3. **How does this data reflect beneficial outcomes of this project/program? Has this impacted your program planning at all? [UWCC]**

Westview House has an active, social atmosphere during the day. Members come to spend time with each other, and so we know that their attendance means they are not alone and isolated. For those who come for lunch, we know they are getting at least one nutritious, hot meal that day.

Program planning is most influenced by the members who attend. Because Westview House is client-driven, members suggest and debate activities, events, and other house issues.

V. Experience / Organizational Capacity

1. **What is your agency's mission, and how do the proposed activities fit with your mission?**

Our mission is to improve the well-being of children, adults, families, and communities. The bathroom renovations we propose will add to the welcoming atmosphere at Westview House, thus providing a better experience for our clients even as they reduce maintenance costs.

2. **Please describe any indications of program quality, such as staff qualifications and/or training, adherence to best practices or standards, feedback from other programs or organizations you partner with, etc.**

Valerie Koropatnick is the Westview House program coordinator. Valerie is a clinical social worker who has been with Howard Center for more than 40 years, most at Westview House, and has been committed to training future social workers by supervising social work interns from UVM. Elaine Soto is Director of Community Supports Program. Elaine is a licensed social worker who has been with Howard Center for more than 30 years in various capacities working with adults who have significant mental health challenges and co-occurring substance abuse issues.

3. **What steps has your organization/board taken in the past year to become more culturally competent?**

In FY14, Howard Center began the three-year process of implementing inclusion and diversity strategies across the agency. The strategy is divided into three primary elements (Workforce, Workplace, and Marketplace), each with goals and a number of action items. To drive the process, Howard Center employs a Diversity Coordinator.

4. **Have you received Federal or State grant funds in the past three years? _x_Yes ___No**

5. **Were the activities funded by these sources successfully completed? _x_Yes ___No ___N/A**
   If No, please explain:

VI. Proposed Low & Moderate Income Beneficiaries / Commitment to Diversity

1. **Will the program target a specific (solely) group of people? If so, check ONE below:**

____ Abused Children
____ Battered Spouses
_x_ People with Severe Disabilities
____ Elderly (62 years +)
____ Homeless Persons
____ People with AIDS
____ Illiterate Adults

2. **For your proposed project, please estimate how the Burlington residents will break out into the following income categories during the total grant period. Use the Income Table at https://www.burlingtonvt.gov/CEDO/2015-HUD-Income-Limits**

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Westview House	**190**	**190**			

3. **a. Who is the project/program designed to benefit? Describe the project/program's target population, citing (if relevant) specific age, gender, income, community/location or other characteristic of the people this program is intended to serve. [UWCC]**

Westview House serves adults living with major mental illness, often with co-occurring disabilities such as substance use disorders. Nearly all members are unemployed other than through the Odd Jobs program at the house and nearly all receive SSI. All are enrolled in Howard Center's Community Support Program which provides case management, supportive counseling, psychiatric consultation, residential services, housing assistance, and other services.

b. How do you select and reach your target population?

Westview house is available to all Howard Center Community Support Program (CSP) clients. CSP clients are referred by family members, hospital social workers, and other providers.

4. **Describe the steps you take to make the project/program accessible, inclusive and culturally appropriate for the target population. [UWCC]**

Howard Center prioritizes the ongoing development and implementation of a system of care maintaining both awareness of and responsivity to the varying needs of a diverse clientele. Howard Center maintains a

directory of cultural competency resources available to all staff, as well as providing access to the Vermont Cultural Competency Resource Manual, created by the Champlain Valley Health Education Center. Successful completion of cultural awareness training is mandatory for all staff members upon hire. Howard Center is also dedicated to the elimination of limited English proficiency as a barrier to timely and equitable service. Interpreters and translators, screened for competence and suitability, are provided for the facilitation of care and services whenever necessary, and written information regarding access to language assistance is provided to program participants in the language of their choosing.

Westview House is equipped with a handicap ramp and the first floor bathroom is wheelchair accessible. Also, the van used to transport members for outings has a wheelchair lift. Holiday celebrations and other observances reflect the orientations and beliefs of the members. Weekly community meetings of members ensure that activities are community driven. Westview House has only two staff members – it is organized and run almost entirely by members.

VII. Budget / Financial Feasibility

1. **Budget Narrative: Provide a clear description of what you will do with CDBG's investment in the program. How will you spend the money? Give specific details. [UWCC]**

CDBG funding will support the full renovation of the first floor half bath and the second floor full bath at Westview House. With between 25 and 35 daily visitors, Westview's bathrooms are heavily used. Neither bath has been renovated in at least two decades. Funding will support permitting; demolition down to the framing; plumbing rough-ins, finish, and fixtures; electrical rough-ins, finish, and fixtures; insulation; drywall; paint; and flooring. We will use commercial grade materials to ensure longevity and ease of care and cleaning.

2. **If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.**

We do not plan to pay Howard Center staff with CDBG funding, instead we will use contractors. Howard Center facilities staff will oversee the project but we do not include their time in the budget.

3. **Program/Project Budget**

Line Item	CDBG Funds	Other	Total
Permitting	$200	$200	$400
Demolition to Frame	$1700	$1300	$3000
Plumbing	$4500	$4000	$8500
Electrical	$3500	$2000	$5500
Insulation/Drywall/Paint	$3500	$2000	$5500
Flooring	$800	$500	$1300
Total	$14200	$10000	$24200

4. **Funding Sources**

	Project		Agency	
	Current	Projected	Current	Projected

CDBG	$	$14,200	$	$ 14,200
State (specify) VT Dept. of Buildings and General Services Building Communities Grant	$10,000			79,279,120
Federal (specify)				4,770,772
United Way				328,101
Private (specify)				19,933
Program Income				4,105,064
Other (specify)				1,307,741
Total	$ 10,000	$14,200	$	$89,824,931.00

5. Of the total project cost, what percentage will be financed with CDBG?

$ 14,200 (CDBG Funding) ÷ $ 24,200 (Total Program/Project Costs) = 59 % (Percentage)

6. Of the total project cost, what would be the total cost per person?

$ 24,200 (Total Program/Project Cost) ÷ 190 per yr x 10 yrs (# Proposed Beneficiaries) = $ 12.73 (Cost Per Person)

These costs reflect unduplicated beneficiaries over a ten year service life of the bathrooms.

7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?

The Westview House program and the bath renovations meet the goals of the city's consolidated plan and of this grant program by providing mental health services to city residents, thus improving their health and well-being. Members of Westview House have mental health issues and many have co-occurring addiction issues. In addition, we seek CDBG funding for this project because few other funders will typically address renovation projects.

8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?

Howard Center uses volunteers wherever appropriate. For instance, we have about 70 volunteers who mentor area youth through our Community Friends Mentoring program. Due to privacy and other concerns,

the use of volunteers in many of our programs is not appropriate. Westview House does typically have UVM student interns.

Not listed in the budget is the time of Howard Center facilities staff to manage and oversee the project.

9. If your organization has experienced any significant changes in funding levels during the past year, please explain.

No.

10. What cost-cutting measures has your organization implemented?

In order to reduce costs and re-examine the nutritional value of the meals served at Westview, we recently reviewed the kinds of foods served. The result was a decrease in purchases of sugary soft drinks and a limit on the use of sugary beverages per day per member. This change provided modest grocery savings. The program typically operates very frugally. Nearly all furnishings in the house have been donated, often by college students moving out at the end of the term. We also rely on UVM psychology and social work interns who enable us to keep our staff costs low.

VIII. Collaboration/Efficiency

1. Share specific examples of how your agency collaborates with other programs or agencies to address the needs of the people you serve. Do not just list organizations with whom you collaborate. [UWCC]

Westview House is available to clients of Howard Center's Community Support Programs, which includes a range of programs for adults with mental health challenges and collaborates with many other local agencies and care providers. In addition, Westview House partners with UVM to place student interns at Westview and the Odd Jobs program at Westview helps to support clients in Howard Center's CSP program for adults with mental illness.

2. Describe your agency's efforts at becoming more efficient in achieving your outcomes or managing your project/program.

As a largely client-run program, Westview House requires minimal staffing. To supplement the existing professional staff, we often use interns from UVM. One of the largest expenses at Westview is for groceries. A recent review cut down on the amount of unhealthy beverages we purchase, and we regularly monitor our grocery expenses and try to be as efficient as possible.

3. What other agencies provide similar services or programs? [UWCC]

Pathways Vermont has a wellness co-op, a peer-driven community center for people with mental health or other challenges. Though similar to Westview, Pathways tends to attract younger clients and is not part of a comprehensive array of services mental health services in the way that Westview is part of Howard Center's SCP programs.

IX. Sustainability

1. How will this project have a long-term benefit to the City of Burlington? If this project ends, will that benefit continue?

The work at Westview House will have a lasting positive impact on the lives of Burlington Residents. Over ten years, Westview will receive about 100,000 visits from people who struggle with mental health challenges. These visitors will enjoy a nutritious meal, take part in house activities, socialize, and some will become part of the Westview community. Westview House has been in operation since 1982 and Howard Center is committed to continuing the program. However, should the program end for an unforeseen reason, the continuing benefits will be in the community built at Westview for Burlington residents who have mental illness.

2. If CDBG funding ends, will the project be able to continue?

CDBG funding will support a short term renovation project, the results of which will enhance the Westview program for years to come. The Westview House program is an important part of Howard Center's services for those with mental illness and Howard Center is committed to supporting the program indefinitely.